


# HAMILTON ELEMENTARY SCHOOL

## Parents Advisory Council (PAC)

 School District No.38 (Richmond)  
5180 Smith Drive, Richmond, B.C. V6V 2W5  
Phone: (604) 668-6514 Fax: (604) 668-6515



**Principal: Mr. Mark McCallum, Acting Vice Principal: Mrs. Karen Burroughs-Chan**

Parent Advisory Council: Chair: Angie Liu, Vice-Chairs: Lorita Tang-Withers & Mary Ann Balais, Treasurer: Juliana Lim, Secretary: Nicole Voglmaier

### **PAC Minutes for June 14, 2023 Annual General Meeting**

**In Attendance:** Lorita Tang-Withers, Nicole Voglmaier, Jessica Hubele, Jessie Sahota, Kristina Uyeda, Jennifer Mak, Omnia Gamal, Melissa Fong, Divina Baligod, Simona Zoccolan, Lulu Sung, Steve Sung, Chris Withers, Cass Renwick, Lara Truong, Juliana Lim, Angie Liu, Karen Burroughs-Chan, and Mark McCallum

#### **1. Previous meeting minutes approval:**

- *Motion to approve of the May 17, 2023 minutes was made by Lorita Tang-Withers and seconded by Lara Truong. Motion carried.*

#### **2. School Report: Mark McCallum**

- Camp was a great success.
- Walk-a-thon and sports day were great.
- Year end field trips are happening.
- Band concert June 20<sup>th</sup> at 11 am. Parents welcome to come.
- Saying goodbye to temporary staff: Mr. Lenz, Ms. Song, Ms. Johnson, and Mr. Mogyorosi.
- Ms. Butler and Ms. Wong are moving from resource teacher to classroom teacher. Have filled one of the four resource positions available.
- Ms. Burroughs-Chan will be our vice principal next year and the school's music teacher.
- Current enrolment has us at 16 divisions with 7 spaces available in the whole school. We may have 17 divisions next year.

#### **3. Treasurers Report: Juliana Lim**

##### **• Operating**

###### ○ Fundraising profits:

- Burritos, sushi, Subway, sushi hot lunches: \$1530.59
- Walk-a-thon: \$7201.90 (waiting for online donations to be deposited to our account)
- Sports Day concession: \$551.71
- Still some money from Flip Give to come in.

###### ○ Expenses:

- Munch a Lunch processing fee: \$845.21

###### ○ Investments: \$13,333.21

###### ○ Bank Balance: \$20,738.97

##### **• Gaming**

- Saleema Moon: \$900 plus tax, still needs to be paid.
- Track Meet bus: \$2000.
- Sports Day ribbons need to be paid for.
- No Dare this year.
- Account balance: \$6561.50
- Have applied for 2023/2024 gaming grant.

#### 4. Fundraising Activities

- Walk-a-thon: Nicole Voglmaier
  - 140 students collected donations.
  - Online donations for two students were not paid. Had 13 kids with online donations that did not submit pledge forms.
  - Approximately 50% of money was cash and 50% online donations.
  - Final raised: \$7201.90
  - As it takes some time to receive the online donation information, I would recommend running the event no later than the end of May.
- Got 2 Eat Meals: Company will no longer be providing school lunches. Thank you to Angie for bringing back weekly hot lunches.
- MunchaLunch and Fun Lunches: Lorita Tang-Withers
  - Thank you to the school for paying the \$300 plus tax administration fee as we tried out this service.
  - Found it easy to use and the staff very helpful in answering questions.
  - Parents found it easy to use.
  - Did 11 hot lunches, Hawkwear sale, and movie ticket sale. Raised \$5000.
  - There is a \$0.30 transaction fee, and the credit card charges 2.9% fee which we have incorporated into the prices.
  - Asked if it's possible to do e-transfer and they said no.
  - Plan to have all the lunches for the term set up so parents can order in one go, then we are only charged one transaction fee.
  - Looking into other vendors such as fried chicken and pasta at Boston pizza.
  - MunchaLunch requires the \$336 administration fee to be paid in by August.
  - *Motion to continue using MunchaLunch and pay the \$336 administration fee was made by Lorita Tang-Withers and seconded by Angie Liu. Motion carried.*

#### 5. PAC Funded Purchases

- Looking into getting two sports equipment carts that would make use of student monitors that sign the equipment in and out to help make the kids be more accountable for sporting equipment used during outside time. Consider for the next school year.

#### 6. New Business

- RDPA Update: Jessica Hubele
  - Jessica and Lorita attended the RDPA dinner and met Andrew Scallion, chair of the RDPA.
  - Potentially translators are available to translate PAC info.
  - PAC recruitment and finding volunteers an issue across the district. Looking into doing news stories about why PACs are important.
  - Pilot program for school specific text reminders. Have asked for Hamilton to participate.
- Election of 2023/2024 PAC Executives:
  - Chair – Lorita Tang-Withers – Passed
  - Vice-Chair –Melissa Fong– Passed
  - Treasurer - Juliana Kung – Passed
  - Secretary – Lara Truong – Passed
  - RDPA Rep – Jessica Hubele - Passed
- Approval of PAC Constitution and Bylaws
  - Removed "Administration and staff (teaching and non-teaching) of Hamilton Elementary School are non-voting members of the PAC" and removed "No employee or elected official of the school district or ministry may hold an executive position". Fixed some grammar and spelling issues. Re-worded and better defined the ways which voting can occur.
  - *Motion to accept the Hamilton Elementary PAC Constitution (1<sup>st</sup> draft) and the Hamilton Elementary PAC Bylaws (4<sup>th</sup> draft) was made by Angie Liu and seconded by Jul Juliana Lim. Motion carried.*